

January 4, 2016

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council  
Agenda  
January 4, 2016, 7:00 p.m.**

1. Judge Donna Butler will Administer the Oath of Office to:

Councilmember Lee Ann Gilbert  
Councilmember Nathan Brown  
Councilmember Jeff Shubzda  
Councilmember Chris DeFrain

2. Remarks by Judge Donna Butler

3. Call to Order

4. Pledge of Allegiance

5. Reorganization of Council

Mayor Iobst will preside over the Council Meeting by asking for nominations for President of Council. Council will vote for President. Mayor Iobst will ask for nominations for Vice President. Council will vote for Vice President. The President will then preside over the Meeting.

6. Personal Appeals, Part I

7. Community Minute

8. Special Presentations

9. Reading of Minutes

December 21, 2015

10. Decisions on Bids

11. Communications

- a. Rev. Dr. Sue Pizor Yoder, Pastor, The Barn – Thank you for helping with the community gardens.

January 4, 2016

EMMAUS BOROUGH COUNCIL

12. Borough Engineer's Report
13. Solicitor's Report
14. Unfinished Business, Part I
15. New Business
16. Unfinished Business, Part II
17. Items Not on Agenda, Subject to Rule 9
18. Mayor's Report
19. Committee Reports

**Public Works/(Highway, Water & Sewer)**

Next Meeting – TBD

- a. South 10<sup>th</sup> Street Culvert
- b. Historical House Agreements
- c. Lateral Clean-outs

**Health, Sanitation, and Codes**

Next Meeting – TBD

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Amendments
- d. IFC Ordinance
- e. **Reappoint Jeffrey Hoffman to the Board of Health (term expires 1/1/2021)**
- f. **Reappoint Susan Schmidt to the Zoning Hearing Board (term expires 1/1/2019)**
- g. **Reappoint Ron Gilbert as an Alternate to the Zoning Hearing Board (term expires 1/1/2019)**

**Parks and Recreation**

Next Meeting – TBD

January 4, 2016

EMMAUS BOROUGH COUNCIL

- a. Boro Line Park Direction Sign
- b. USSSA Field Request for 2016

**Public Safety**

Next Meeting – TBD

- a. Emergency Operations Plan – Review
- b. Yield to Pedestrian Signs on Chestnut Street
- c. 25mph Signs on Chestnut Street

**General Administration**

Next Meeting – TBD

- a. **Resolution 2016-1 – 2016 Appointments**
- b. **Reappoint Carl Wieder to the General Authority (term expires 1/1/2021)**
- c. **Reappoint Ziad Munson to the Library Board (term expires 1/1/2019)**
- d. **Reappoint David Cole to the Library Board (term expires 1/1/2019)**
- e. **Reappoint John Stover to the Vacancy Board (term expires 1/1/2017)**
- f. **Appoint Safety Committee Members**
- g. Emmaus Public Library Expansion Project
- h. Record Retention
- i. Vehicle Use Policy

**Budget and Finance**

Next Meeting – TBD

- a. **Resolution 2016-02 – Bill List**
- b. Capital Plan
- c. Police Pension
- d. Fire Fee Schedule

**Community Relations, Planning and Development**

Next Meeting – TBD

- a. Grant Progress
- b. Southwest Lehigh County Comprehensive Plan

January 4, 2016

EMMAUS BOROUGH COUNCIL

20. Personal Appeals, Part II
21. Borough Manager's Report
  - a. Significant Revenue and Expense Items for December, 2015
22. President's Business
23. Adjournment

Next Resolution: 2016-03

Next Ordinance: #1135

---

The Emmaus Borough Council met in regular session on January 4, 2016 in Borough Council Chambers, 28 S. 4<sup>th</sup> Street, Emmaus, PA 18049.

Magisterial District Judge Donna Butler administered the Oath of Office to new Council Member Chris DeFrain, and incumbent Council Members Nathan Brown, Lee Ann Gilbert, and Jeff Shubzda.

CALL TO ORDER

Mayor Winfield Iobst called the Meeting to order at 7:08 p.m.

Lee Ann Gilbert	Present
Roy Anders	Present
Wesley Barrett	Present
Nathan Brown	Present
Chris DeFrain	Present
Brent Labenberg	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Present
Tom Dinkelacker, Solicitor	Present
Shane Pepe, Borough Manager	Present

The Mayor asked for nominations for President of Borough Council.

Mr. Anders nominated Mr. Labenberg for Council President.

January 4, 2016

EMMAUS BOROUGH COUNCIL

**Motion by Mr. Brown, seconded by Mr. Barrett to close nominations for Council President. There were 7 ayes. Motion carried.**

Mr. Labenberg received 7 votes for Council President.

Mr. Labenberg was declared Council President.

The Mayor asked for nominations for Vice President of Borough Council.

Mr. Brown nominated Mrs. Gilbert for Council Vice President.

Mrs. Gilbert declined the nomination.

Mr. Shubzda nominated Mr. Barrett for Council Vice President.

**Motion by Mr. Anders, seconded by Mr. DeFrain to close nominations for Council Vice President. There were 7 ayes. Motion carried.**

Mr. Barrett received 7 votes for Council Vice President.

Mr. Barrett was declared Council Vice President.

Mr. Labenberg took the President's seat and presided over the Borough Council Meeting. Mr. Labenberg thanked Mrs. Gilbert for her service as Borough Council President for the past 6 years. Mr. Barrett thanked Mrs. Gilbert and stated that she always went above and beyond during her time as Council President. Mayor Iobst thanked Mrs. Gilbert and stated that she was always very well prepared and stated that he believes she is the "best".

PERSONAL APPEALS, PART I - None.

COMMUNITY MINUTE - None.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

**Motion by Mr. Brown, seconded by Mr. Anders to dispense with the formal reading of the December 21, 2015 Minutes. There were 7 ayes. Motion carried.**

**Motion by Mr. Shubzda, seconded by Mr. Brown to adopt the December 21, 2015 Minutes as drafted. There were 5 ayes, 2 abstentions (Barrett, DeFrain). Motion carried.**

January 4, 2016

EMMAUS BOROUGH COUNCIL

DECISION ON BIDS - None.

COMMUNICATIONS

a. Rev. Dr. Sue Pizor Yoder, Pastor, The Barn – Thank you for helping with the community gardens.

b. Barbara Lindtner, Seven Generations Charter School – Water Conservation and Watershed Letters. Referred to the Public Works Committee.

BOROUGH ENGINEER’S REPORT –None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II – None.

ITEMS NOT ON AGENDA, subject to Rule 9 – None.

MAYOR’S REPORT

Progress.

COMMITTEE REPORTS

Mr. Labenberg stated that he believes that the Health, Sanitation, and Codes Committee should be dissolved and that a new Committee, the Building Committee, should be formed during the transition to the new Borough Hall facility. After further discussion, the matter was referred to the General Administration Committee.

a. Public Works Committee

No Report.

b. Health, Sanitation, and Conservation Committee

**Motion Mr. Shubzda, seconded by Mr. Anders to reappoint Jeffrey Hoffman to the Board of Health to a term expiring 1/1/2021. There were 7 ayes. Motion carried.**

January 4, 2016

EMMAUS BOROUGH COUNCIL

**Motion by Mr. Shubzda, seconded by Mrs. Gilbert to reappoint Susan Schmidt to the Zoning Hearing Board to a term expiring 1/1/2019. There were 7 ayes. Motion carried.**

**Motion by Mr. Shubzda, seconded by Mr. Brown to reappoint Ron Gilbert as an Alternate to the Zoning Hearing Board to a term expiring 1/1/2019. There were 7 ayes. Motion carried.**

c. Parks and Recreation Committee

No Report.

d. Public Safety Committee

No Report.

e. General Administration Committee

**RESOLUTION 2016 – 1**

**BE IT HEREBY RESOLVED** by Emmaus Borough Council to appoint the following officials to their designated positions for a term expiring on January 3, 2017:

Ambulance Corps Chief	Jeffrey Hoffman
Animal Control Officer	Richard Hontz
Borough Manager/Secretary	Shane Pepe
Borough Solicitor	Dimmich & Dinkelacker, P.C.
Director of Finance/Treasurer	Christine Snyder
Certified Public Accountant	France, Anderson, Basile & Co.
Civil Service Commission Solicitor	Davison & McCarthy
Code Enforcement Officer/Public Works Inspector	James L. Farnsworth
Earned Income and Local Services Tax Office	H.A. Berkheimer
Emergency Management Coordinator	James Krippe
Engineer (General/Water/Sewer)	Hanover Engineering
Fire Chief/Director of Emergency Services	David Nelson

January 4, 2016

EMMAUS BOROUGH COUNCIL

Fire Inspector	Daniel Sell
Health Officer	Garry Ritter
Pension Consultant-Police/Non-uniform	Mockenhaupt Benefits Group
Per Capita Tax Office	H.A. Berkheimer
Police Chief	David Faust
Public Works Director	John Dychala
Sewage Enforcement Officers	Jacob A. Schray Jeffrey T. Huff Christopher Taylor
Special Labor Counsel	Ballard Sparhr, LLP
Weed/Snow Enforcement Officer	Paula Weiant
Zoning Hearing Board Solicitor	Ronald Corkery, Esq.

Done this 4<sup>th</sup> day of January, 2016.

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to adopt Resolution 2016-1. There were 6 ayes, 1 abstention (Barrett). Motion carried.**

Progress.

**Motion by Mr. Barrett, seconded by Mr. Shubzda to reappoint Carl Weider to the General Authority to a term expiring 1/1/2021. There were 7 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to reappoint Ziad Munson to the Library Board to a term expiring 1/1/2019. There were 7 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mr. DeFrain to reappoint David Cole to the Library Board to a term expiring 1/1/2019. There were 7 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mr. Anders to reappoint John Stover to the Vacancy Board to a term expiring 1/1/2017. There were 7 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to appoint the following members to the 2016 Employee Safety Committee; Administration, Shane Pepe, to a term expiring 1/1/17; Codes Enforcement, Jim Farnsworth, to a term expiring 1/1/17; Police, Craig Blöse, to a term expiring 1/1/17; Ambulance, Tom Gauntner, to a term expires 1/1/18; Public Works, Marvin Jennings, to a term expiring 1/1/18;**

January 4, 2016

EMMAUS BOROUGH COUNCIL

**Clerical, Cyndi Pandl to a term expiring 1/1/18; Fire, David Nelson, to a term expiring 1/1/17. There were 7 ayes. Motion carried.**

f. Budget and Finance Committee

Mr. Labenberg read Resolution 2016-2, authorizing payment of the January 4, 2016 Bill List, as follows:

<b>Bill List</b>	<b>\$</b>	<b>71,150.58</b>
<b>Payroll #26</b>	<b>\$</b>	<b>123,022.32</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>41,869.26</u></b>
<b>Total</b>	<b>\$</b>	<b>236,042.16</b>

Done this 4th of January 2016.

**Motion by Mr. Anders, seconded by Mr. Shubzda to approve the January 4, 2016 Bill List. There were 7 ayes. Motion carried.**

g. Community Relations, Planning and Development Committee

No Report.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT -

Mr. Pepe reported that the Significant Revenue and Expense Items for December 2015 are in the binders and entertained questions about them. Mr. Pepe reported that he emailed Council with the final tally for the budget numbers and stated that he is very happy with the final performance.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg appointed Committee members as follows:

- a. Parks and Recreation Committee  
Mr. Anders, Chairman  
Mr. Barrett  
Mr. Labenberg
- b. Public Safety Committee  
Mrs. Gilbert, Chairperson

January 4, 2016

EMMAUS BOROUGH COUNCIL

Mr. Barrett  
Mr. Brown

- c. General Administration Committee  
Mr. Barrett, Chairman  
Mrs. Gilbert  
Mr. Labenberg
- d. Budget and Finance Committee  
Mr. Labenberg, Chairman  
Mrs. Gilbert  
Mr. Shubzda
- e. Community Relations, Planning, and Development Committee  
Mr. DeFrain, Chairman  
Mr. Anders  
Mr. Shubzda
- f. Public Works/Highway, Water and Sewer Committee  
Mr. Brown, Chairman  
Mr. Anders  
Mr. DeFrain
- g. Health, Sanitation, and Codes Committee  
Mr. Shubzda, Chairman  
Mr. Brown  
Mr. DeFrain

**Motion by Mr. Barrett, seconded by Mr. Shubzda to adjourn the January 4, 2016 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 7:35 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
January 6, 2016